For information on becoming a Personal & Home Care Aide, see Sources of additional information within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

151 Pleasant St., PO Box 159, 03570-0159

Claremont (543-3111)

404 Washington St., PO Box 180, 03743-0180

Concord (228-4100)

10 West St., PO Box 1140, 03302 - 1140

Conway (447-5924)

518 White Mountain Highway, 03818-4205

Keene (352-1904)

109 Key Rd., 03431-3926

Laconia (524-3960)

426 Union Ave., PO Box 760, 03246-2894

Lebanon (448-6340)

85 Mechanic St., Ste.4, 03766-1506

Littleton (444-2971)

646 Union St., Ste.100, 03561-5314

Manchester (627-7841)

300 Hanover St., 03104-4957

Nashua (882-5177)

6 Townsend St., 03060-3285

Portsmouth (436-3702)

2000 Lafeyette Rd., 03801-5673

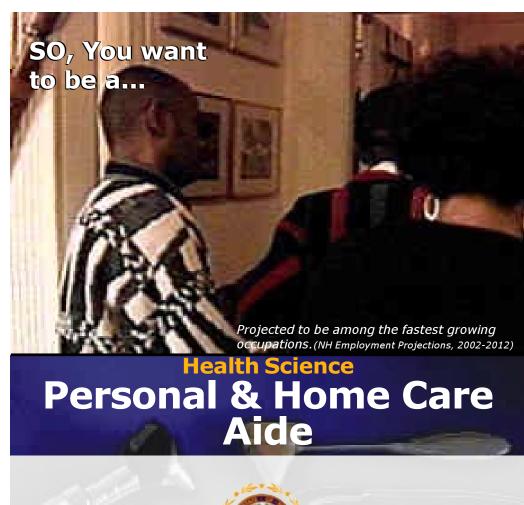
Salem (893-9185)

29 South Broadway, 03029-3026

Somersworth (742-3600)

243 Rt.108, 03878-1512







Here are
a few things
you should know.

You'll want to know a few things about this career.

Avg Hrly Wage: \$8.75 **Expected** Growth Rate*: 46% Avg Annual **Openings:** 134

Training/Educ Needed:

Short On-the-Job **Training** Certification (voluntary) is available which demonstrates your having met industry standards (See Nt'l Assoc. for Home Care). See Personal & Home

Care Aide Programs available in NH at www.nhes.state.nh.us, (NHetwork)

Basic Skills: Reading, listening, writing, speaking. Job Skills: Responsibility, compassion, emotional stability, cheerfulness, tact, honesty, discretion. (OOH) (Also: Speaking, social perceptiveness, active listening, instructing, critical thinking, identification of key causes.)

SO, You want to be a... ersonal & ome Care Aide Projected to be among the fastest growing occupations. (NH Employment Projrections, 2002-2012)

TASKS

- 1. Advises and assists family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs.
- 2. Explains fundamental hygiene principles.
- 3. Evaluates needs of individuals served and plans for continuing services.
- 4. Assists in training children.
- 5. Prepares and maintains records of assistance rendered.
- 6. Gives (& trains family members to give) bedside care to incapacitated individuals.
- 7. Assists client with dressing, undressing, and toilet activities.
- 8. Assigns housekeeping duties according to children's capabilities.
- 9. Assists parents in establishing good study habits for children.
- 10. Obtains information for client, for personal and business purposes.
- 11. Drives motor vehicle to transport client to specified locations.
- 12. Types correspondence and reports.

Interests (Holland Code): **SRE** (Social, Realistic, Enterprising) Interest Area: Recreation, Travel, & Personal Services Working Conditions: Vary depending on patient need/ surroundings. (Can require a lot of heavy lifting, walking, & standing.)

Avg Work Week: Varies depending on number of clients (can be

up to 40hrs or more) (could include evening, weekend, & holiday work to meet 24hr care requirements.)

Sources of additional info:

NH Employment Security (Contact office nearest you or go online to www.nhes.state.nh.us).

National Association for Homecare, 228 7th Street SE., Washington, DC 20003 (www.nahc.org)



www.nhes.state.nh.us/elmi/nhcrn/index.htm